

SPECIALTY JOB LISTS INFORMATION FOR GRADUATE STUDENT JOBS

FEDERAL WORK STUDY PROGRAM INFORMATION FOR GRADUATE STUDENTS

Below are jobs for graduate students who are eligible for 2009-2010 Federal Work Study Program (FWSP) funds. Job titles, brief job descriptions and contact information for key departmental representatives are also listed. Please note that students are only permitted to hold one FWSP job at a time.

APPLYING FOR A FEDERAL WORK STUDY PROGRAM JOB

- Review the Graduate Student Jobs List, with job descriptions, below to determine positions you are interested in applying for.
- Use the contact information listed on the Graduate Student Jobs List below to schedule an in-person or telephone job interview for positions you are interested in applying for.

ACCEPTING A FEDERAL WORK STUDY PROGRAM JOB

- If you have been offered a position from the Graduate Student Jobs List below, be sure to inform the department or agency you are accepting their job offer.
- Contact your new employer to establish a start date and work schedule.
- Provide the SEO with department information and interviewer name for your Employment Authorization Form (EAF) in order to finalize your job assignment. **Please note that you are not eligible to begin working your FWSP job until you have received your completed EAF from the SEO.**

GRADUATE STUDENT JOBS LIST

BUSCH CAMPUS

GSAPP - Psychology Clinic (8707)

Graduate Assistant

Contact: Suzanne Baranello at baranell@rci.rutgers.edu or 732-445-6111 x25
The graduate assistant will cover the front desk where clients enter during the day and possibly some evening hours. Assistant will be trained to do phone intakes with clients Help with the data entry, clinic paperwork, and general office duties including filing, copying, etc. Assist Clinic Coordinators, Office Manager, and Clinic Director. Confidentiality is essential in working with clients. Requirements: Must be Graduate Student.

Student Life - Involvement & Programs (8514)

Graduate Assistant

Contact: Susan Romano at romanos@rci.rutgers.edu or 732-445-6556
Plan, implement and promote commuter, multicultural, leadership and community service programs; advise student organizations; assist with training of student staff and organization volunteers; assist with departmental special events and programs; other duties as assigned.

Graduate Assistant

Contact: Kristin Cothran at kcothran@rci.rutgers.edu or 732-445-6556

The graduate assistant assists with all aspects of New Student Orientation for the fall and spring. Fall: updates job descriptions, promotes and organizes informational sessions, coordinates orientation interview process, helps with selection of NSO Staff, plans and implements spring transfer orientation program. Spring: Preps for weekly training course, organizes all NSO staff development events, oversees the development of Scarlet Knight Days, helps with preparation and organization of spring and summer trainings, prepares NSO staff office, organizes summer registration, coordinates marketing of summer program.

Library - Science Libraries (LSM) (8427)**Graduate Assistant**

Contact: Marty Kesselman at martyk@rci.rutgers.edu or 732-445-2895

Provides reference and information services assistance. Interest in working in a science library desirable.

Physics (8336)**Graduate Assistant**

Contact: Haruo Kojima at kojima@physics.rutgers.edu or 732-445-3875

The job is for developing new experiment, designing apparatus, taking measurements, analyzing data and researching references and finally preparing manuscripts describing results in the low temperature physics research laboratory.

Dean of Students (8082)**Graduate Assistant**

Contact: Mike Stillwagon at mstillwagon@echo.rutgers.edu or 732-445-0166

The graduate assistant in the Dean of Students Office is responsible for representing the office in a professional manner that respects the confidentiality of students in multiple situations. The GA assists in the screening and response and referral to students in crisis/conflict. Additionally, s/he assists in the advisement of the Campus Student Government and planning of programs/services for the campus community.

Programming Specialist

Contact: Nadia Raza at nkhokhar@echo.rutgers.edu or 732-445-0166

Design and implement program created by the Dean of Students and Campus Dean. Opportunities to advise student organizations as well.

Graduate Assistant

Contact: Nadia Raza at nkhokhar@echo.rutgers.edu or 732-445-0166

The office assistant in the Dean of Students is responsible for representing the office in a professional manner that respects the confidentiality of students in multiple situations. The GA will provide coverage for the office.

Paul Robeson Cultural Center (8446)**Graduate Research Assistant**

Contact: Prosper Godonoo at godonoo@rci.rutgers.edu or 732 445-3545

Assist with coordinating special funding initiatives for the Center. Serve as liaison with university offices, academic Deans, Office of Student Life, Enrollment management, etc. Provide administrative research support to Program Director and also participate in program evaluations.

Paul Robeson Cultural Center – America Reads Supervisor (8718)

Tutor – America Reads/Counts

Contact: Prosper Godonoo at godonoo@rci.rutgers.edu or 732 445-3545

Tutor / mentor school children in Math and / or reading, writing, and language arts. Under the supervision of Program Director, responsible for coordinating & evaluating tutoring programs. Train, mentor and provide on-site supervision for undergraduate tutors. Responsible for collecting, verifying and preparing tutor payroll. Schedule and conduct regular meetings with tutors. Serve as liaison between the tutoring program and school. Provide administrative support to program director.

UMDNJ – ENVIRONMENTAL AND OCCUPATIONAL MEDICINE (EOSHI) (8893)

Contact: Robert Laumbach at 732-445-0123 x628

Graduate Research Assistant – Performs laboratory assays and organizes and interprets results related to research in environmental health. Specific tasks to be performed under supervision of Dr. Laumbach may include ordering supplies and equipment necessary for performing laboratory assays; assisting with the design and implementation of experiments; conducting basic biological sciences procedures such as protein extractions, protein quantification assays, western blotting, and quantitative real-time PCR, and performing small animal surgery under humane conditions. General requirements include a bachelor's degree in biological sciences, experience and competence in performing protein extractions/assays/western blots and small animal surgery, and good written and verbal communication skills as well as working knowledge of Microsoft Word and Excel.

Student Life – Involvement & Programs-BCC (8514)

Contact: Kristin Cothran at 732-445-6556 or kcothran@rci.rutgers.edu

Student Manager - Assists with all aspects of New Student Orientation for the fall and spring. Fall: updates job descriptions, promotes and organizes informational sessions, coordinates orientation interview process, helps with selection of NSO Staff, plans and implements spring transfer orientation program. Spring: Preps for weekly training course, organizes all NSO staff development events, oversees the development of Scarlet Knight Days, helps with preparation and organization of spring and summer trainings, prepares NSO staff office, organizes summer registration, coordinates marketing of summer program.

School of Engineering – Biomedical Engineering (8379)

Graduate Research Assistant

Contact: Gary Drzewiecki at garydrz@rci.rutgers.edu or 732-445-4500 x6304

Student will assist faculty in preparing biomedical book manuscripts figures and calculations.

Graduate Research Assistant

Contact: John Li at johnkli@rci.rutgers.edu or 732-445-4500 x6305

Student will work on biomedical data acquisition and analysis under the supervision of the faculty member.

COLLEGE AVENUE CAMPUS

Women and Art Institute (8519)

Graduate Assistant

Contact: Dr. Ferris Olin at olin@rci.rutgers.edu or 732-932-3726 x13

Work with staff in support of ongoing projects--women artists exhibitions and programming; the national initiative- The Feminist Art Project; making accessible women artists' papers; program planning and development; and other duties as assigned.

Student Life Programs-RSC (8508)

Graduate Assistant

Contact: Lori Smith at lori@rci.rutgers.edu or 732-932-7213

The main responsibilities of this position include the planning and implementation of Special Events and Programs; assisting with Leadership training and public relations; and advising Student Organization/Program Board Committees.

Alexander Library (8437)

Graduate Assistant

Contact: Al King at acking@rci.rutgers.edu or 732-932-7006 x364

Under the supervision of the manuscripts curator, arranges re-boxes, re-folders and lists or otherwise describes collections of organizational records or personal papers.

Graduate Assistant

Contact: Tom Frusciano at fruscian@rci.rutgers.edu or 732-932-7006 x368

The graduate assistant helps the University Archivist and Associate University Archivist in a variety of clerical tasks including photocopying, re-housing collections, word processing, and creating inventories.

Graduate Assistant

Contact: Jim Niessen at niessen@rci.rutgers.edu or 732-932-7129 x136

Provides reference and information services assistance. Other public services projects as assigned.

Student Judicial Affairs (8401)

Graduate Assistant

Contact: Ave Pollak at apollak@rci.rutgers.edu or 732-932-9414

Assist with Academic Integrity campaign and deliver PowerPoint module to groups. Assist in developing educational programs and workshops. Attend meetings, participate in committees. Make follow-up phone calls, respond to specific questions and concerns within department, assist with database, assist with correspondence, organize annual conferences, meetings, trainings. Provide Disciplinary Clearance to other Departments. Assist all staff in department with administrative responsibilities.

Art History Department (8333)

Graduate Assistant

Contact: Donald Beetham at beetham@rci.rutgers.edu or 732-932-1068

Enter data into various collection databases; break down metadata string into related fields for each record in digital database in order to prepare image records for luna Insight (the university-wide image management database); apply search terms to artwork records from twelve individual Visual Resources Collection thesauri; research artists, sites and artwork; update production log.

Learning Resource Center (8141)

Graduate Assistant

Contact: Mary Ann Cancio at macancio@echo.rutgers.edu or 732-932-1443

Academic Coach: Provide academic coaching to the undergraduate student population. Topics include: time management, test preparation, self-management strategies, public speaking, test taking strategies, etc.

Graduate Assistant

Contact: Mary Ann Cancio at macancio@echo.rutgers.edu or 732-932-1443

Assist Center Director in coordination and oversight of the group and 1-1 tutoring program, assist with daily operations and supervision of the Kreeger Learning Center, special projects as assigned.

Weekend/Evening Supervisor

Contact: Mary Ann Cancio at macancio@echo.rutgers.edu or 732-932-1443

The Evening/Center Supervisor is responsible for providing oversight to the Kreeger Learning Center during weekday evening(s) and or weekends. Various evenings - weekend hours available.

Social Justice Education at LGBTQ Communities (8088)

Graduate Assistant

Contact: Cheryl Clarke at cclarke@rci.rutgers.edu or 732-932-1711

The Graduate Assistant reports to the Director of Social Justice Education. Assists with the communication and logistical element of implementing the work of the Committee to Advance Our Common Purposes; compiles monthly "Diversity Digest"; attend committee meetings; research special programs; responsible for grant materials; Human Dignity Award; grant report preparation; office assistance; clerical support; phones and other duties as assigned.

Dean of Students (8068)

Graduate Assistant

Contact: Dr. Timothy Grimm at tgrimm@rutgers.edu or 732-932-2300

The Graduate Assistant in the Dean of Students Office is responsible for representing the office in a professional manner that respects the confidentiality of students in multiple situations. The GA assists in the screening and response and referral to students in crisis/conflict. Additionally, s/he assists in the advisement of the Campus Student Government and planning of programs/services for the campus community.

Zimmerli Art Museum (8013)

Graduate Assistant

Contact: Marilyn Symmes at symmes@rutgers.edu or 732-932-7237 ext.617

Assisting curators in graphic arts collection management; updating inventory records; retrieval/putting away of art works; preliminary cataloguing documentation; preparation of exhibition checklists, preliminary label or other texts; art research; maintenance of artist files, etc.

National Institute Early Education Research (NIEER) (8715)

Graduate Research Assistant

Contact: Valerie Werstler at vwerstler@nieer.org or 732-932-4350 x223

Provides research support for studies to assess and improve preschool education at The National Institute for Early Education Research (NIEER). May include literature reviews, general internet research, and helping with reports. This is a wonderful opportunity to be involved in high-profile preschool policy research, and RAs will work closely with and report directly to Research Project Coordinator.

Graduate Research Assistant

Contact: Laura Hawkinson at lhawkinson@nieer.org or 932-4350 x230

Provide research support for the State Preschool Yearbook, an annual policy report on state preschool. Assist with data collection, management, cleaning, and entry. Help with the design and editing of state policy profiles for the report. Depending on applicant skills, may assist with data analysis and tracking state policies related to early childhood education. This is a wonderful opportunity to be involved in a high-profile policy report, and RAs will work closely with key project staff.

African Studies Association (8072)**Graduate Assistant**

Contact: Carol L. Martin at clmasa@rci.rutgers.edu or 732-932-8173 x17

Conduct research related to supporting the African Studies Association's strategic vision, including assisting in building a calendar of potential grantors, preparing a calendar of grant deadlines, and preparing standardized packets to be used for grant proposals. The position requires a minimum of 15 hours per week. Experience with non-profit organizations and fundraising is preferred.

Student Support Services (8118)**Weekend/Evening Supervisor**

Contact: Christopher Agans at cagans@rci.rutgers.edu or 732-445-4001 x173

Student is responsible for monitoring the SSS tutoring site during evening hours and conducting review sessions in math/writing/pre-business/pre-med coursework. Supervisory duties include; maintaining an environment conducive to study and tutorial instruction, managing student personnel on site, ensuring sign-in process for tutors, tutees and lab users, and facility and equipment lock-up and security. Tutorial responsibilities consist of conducting a weekly review session in one or more courses for drop-in students.

Student Manager

Contact: Christopher Agans at cagans@rci.rutgers.edu or 732-445-4001 x173

Acting as an assistant to the tutoring manager, student is responsible for random monitoring of the SSS tutoring program across 5 sites. Basic spot checks for quality control will include verifying attendance for scheduled tutoring, verifying proper logs and records are kept at each site, dissemination of information to tutors and students, follow up of administrative duties for delinquent tutors, and occasional supervision of student staff to improve image and effectiveness of tutoring program. The hours are flexible, and sites should be visited each week at different times.

Recreation Services – CAC (8302)**Graduate Assistant**

Contact: Steven Verba at sverba@rci.rutgers.edu or 732-932-8204

Under the direction of the Intramural/Sports Club Coordinator the office assistant assists with all aspects of the office operations including data entry, photocopying, faxing, and providing administrative support.

Graduate Assistant

Contact: Stephen Pappas at stpappas@rci.rutgers.edu or 732-932-8204

Under the direction of the Facility Coordinator the Graduate Assistant is responsible for the general security of a recreation facility, the safety of the clients and the direct supervision of student staff and building managers. Acts as liaison between the facility users and Recreational Services.

Graduate School of Education (GSE) Tutoring Plus Program (8713)

Graduate Assistant

Contact: Tutoring Plus at tutoringplus@gse.rutgers.edu 732-932-7496 x8336

Graduate students are needed to help coordinate the Tutoring Plus program. Duties include supervising students to make sure they submit paperwork on time, checking in with faculty/staff at local schools to make sure tutors/aides are doing well, doing payroll paperwork, other supervisory office duties.

COOK CAMPUS

Student Life Programs-CCC (8517)

Graduate Assistant

Contact: Kiran Singh at kms136@echo.rutgers.edu or 732-932-7617

The main responsibilities of this position include in the planning and implementation of Special Events and Programs; assisting with Leadership Training and Public Relations; and advising Student Organization/Program Board Committees.

DOUGLASS CAMPUS

Political Science (8351)

Graduate Assistant

Contact: Audrey Boyd at boyd@polisci.rutgers.edu or 732-932-9582

Provide assistance to the Undergraduate Office and the Office of the Chair in the Political Science Department by working with confidential materials.

Research on Women Institute (8155)

Graduate Assistant

Contact: Beth Hutchison at bhutch@rci.rutgers.edu or 732-932-9072 x616

Research and advanced logistical support for ongoing projects such as lecture series, faculty-graduate student seminar, IRW web-page. Maintain application, review acceptance/rejection process for 2009-10 IRW seminar (track applications, create Sakai site for application review process, etc.) Provide logistical, editing, web support for symposium planned for Spring 2010. Correspond with participant/authors, manage manuscript submission, assists in all aspects of manuscript preparation and possible submission to RU Press or other scholarly publishing venue.

Mabel Smith Douglass Library (8151)

Graduate Assistant

Contact: Kelly Worth at kaklynch@rci.rutgers.edu or 732-932-9346 x10

Information Services - MUST be a graduate student in a Library/Information Science program. Candidate must have completed, be enrolled in or planning to enroll in coursework in a Library/Information Science program to demonstrate attainment of core skills, competencies and abilities required to serve as a reference assistant at library reference desk. Assist librarians in preparation for exhibit, special events, and library instruction, as needed. Assist librarians in collection assessment and management.

Graduate Assistant

Contact: Kelly Worth at kaklynch@rci.rutgers.edu or 732-932-9346 x10

Music Library - Assists in providing reference services in the Music Library. Assistant with various library projects involving the performing arts. MUST be a graduate student in a Library/Information Science program. Candidate must have completed, be enrolled in or planning to enroll in coursework in a Library/Information Science program to demonstrate attainment of core skills, competencies and abilities required to serve as a reference assistant at library reference desk.

Weekend/Evening Supervisor

Contact: Kelly Worth at kaklynch@rci.rutgers.edu or 732-932-9346 x10

Individual will be responsible for opening and closing the Music/Media Lab and Music Library stacks on Saturdays. Individuals in this position may also serve as Closing Supervisor Monday through Thursday evenings. Additionally he/she will manage the Music/Media circulation desk, process items for delivery to other libraries, process incoming scores and recordings and handle patron queries regarding reference issues in the absence of full-time staff.

Graduate Assistant

Contact: Kayo Denda at kdenda@rci.rutgers.edu or 732-932-9707 x23

Assist Center Director in coordination and oversight of the group and 1-1 tutoring program, assist with daily operations and supervision of the Kreeger Learning Center, special projects as assigned.

Mason Gross School of the Arts – Music (8121)**Graduate Assistant**

Contact: Ivy Haga at haga@rci.rutgers.edu or 732-932-3848

Perform operational tasks for the Department of Music. Based in the front office, tasks include: production of concert programs, mail distribution, managing phone calls with proper phone etiquette, taking messages, providing departmental information and materials, photocopying, updating signage, on-campus errands, occasional event set-up, classroom and office furniture relocation, project related work for faculty and staff.

Mason Gross School of the Arts – Theater Arts (8139)**Student Manager**

Contact – Marshall Jones at mjones3@rci.rutgers.edu or 732-932-9891 x25

Assistant to the Director of Rutgers Summer Acting Conservatory: Assist director in the day to day planning and development, scheduling, management and marketing of the residential acting conservatory for High School students.

Student Manager

Contact – Catherine Homa-Rocchio at chroccs@rci.rutgers.edu or 732-932-9891 x35

Costume Shop Crew Supervisor: Advanced skills running a costume shop and in construction of costumes for productions; additional duties as assigned by shop supervisor.

Student Manager

Contact – Barbara Harwanko at harwanko@rci.rutgers.edu or 732-932-9891 x10

Recruiting and Admissions Manager: Advanced office and database skills with excellent understanding of department's programs and offerings. Assist with all phases of recruiting, admissions, audition and interview process.

Student Manager

Contact – Tim Pickens at tmp1@rci.rutgers.edu or 732-8922

Scene/Prop/Light Shop Assistant - Scene Shop: carpentry, painting and other physical work to construct scenery and maintain shop. Prop Shop: construct props for productions, handle inventory, and property rentals. Light Shop: hang and focus lighting instruments and maintain shop inventory. Duties as assigned by shop supervisors.

Student Manager

Contact - Catherine Homa-Rocchio at chroccs@rci.rutgers.edu or 732-932-9891 x35

Costume Shop Assistant: Construct and alter costumes for productions, machine and hand sewing, ironing, and washing duties as assigned by costume shop supervisor. Organize costume stock.

Student Manager

Contact - Carol Thompson at cmthompy@rci.rutgers.edu or 732-932-9891 x11

Jameson Production Assistant: Provides house management, concessions management, and publicity assistance to Jameson Studio Theater and Head of Directing program. Manage midnight special playwright series.

Student Manager

Contact - Carol Thompson at cmthompy@rci.rutgers.edu or 732-932-9891 x11

Assistant to Administrator: Assists in preparation of reports, scheduling, administration and management of production season, maintain department archives, organize and run STANJ and NJ Thespian conferences, assist in maintenance of phone system, arrange and set up receptions, recruiting, touring and other duties as assigned.

Mason Gross School of the Arts – University Arts Services (8157)**Student Manager**

Contact – Jessica Cogan at jcogan@rci.rutgers.edu or 732-932-8344

Student House Managers oversee the Usher and Operator staff prior, during and after performances. Under the supervision of the Program Coordinator and in conjunction with the event Stage Manager, they manage all Front of House procedures regarding ticketing, seating and lobby areas, Patron concerns and problems, timing of the performances and security. House Managers are required to work one 2-3 hour shift during weekday daytime business hours as an Operator.

Douglass Academic Programs (8106)**Graduate Assistant**

Contact: Jennifer Dudeck-Lenis at dudeckjm@echo.rutgers.edu or 732-932-9500

Two positions are available to assist with Douglass recruitment & orientation needs:

-*Recruitment:* Assist with the coordination of open house events and the Douglass Alumnae Recruitment Team; provide assistance to the class & overnight visit program.

-*Orientation:* Assist with the development of orientation publications; review the results from orientation assessments and compile summaries; coordinate logistics for orientation programs.

Graduate Assistant

Contact: Rebecca Reynolds at rreynold@echo.rutgers.edu or 732-932-2900 x123

Individual needed to assist with data management and student outreach: to organize and maintain student records; to assist in developing online data management system for record-keeping and assessment purposes; and follow up with students to collect information related to college programs. Would also assist with special projects related to advising, as needed, including some web-based research. Individual should be familiar with Microsoft Excel and/or Access. Web page development skills desirable, but not required. Must have strong interpersonal skills.

Spanish and Portuguese Department (8360)

Graduate Assistant

Contact: Miguel Jimenez at miguelji@rci.rutgers.edu or 732-932-9323

Position will provide assistance to the coordinator of translator/interpreter training. Routine responses to inquiries about program, assistance in curriculum development and preparation of grant applications, publicizing summer session and academic year training opportunities, help in setting up the spring internship and technical support for interpreting classes in collaboration with the Language Lab/World Languages Institute. Other possible assignments may include service as liaison to other language departments, and as liaison to the Rutgers translation listserv and website.

Eagleton Institute (8031)

Graduate Research Assistant

Contact: Sasha Patterson at sashap@rci.rutgers.edu or 732-932-9384 x248

Assist the Eagleton Center for American Women and Politics with NEW Leadership program. Duties include conducting research and developing student action project. Also assists with planning and preparation for NEW Leadership summer institute.

Graduate Research Assistant

Contact: David Redlawsk at 732-932-9384 x245

Assist the Eagleton Center for Public Interest Polling with survey research projects. Duties include analyzing and summarizing poll data, archiving poll results, and assisting with research for proposals and other projects.

Graduate Research Assistant

Contact: Ingrid Reed at ireed@rci.rutgers.edu or 732 932-9384 x232

Assist the Eagleton New Jersey Project with njvoter.org website. Duties include database design, entry, manipulation and reporting in addition to newspaper coverage monitoring of legislative races and researching political candidate information.

Graduate Research Assistant

Contact: Martin Bunzl at bunzl@rutgers.edu or 732-932-9384 x266

Research assistant for the Rutgers Initiative on Climate and Social Policy. Duties include researching, analyzing and summarizing relevant internet studies and trends and assisting with research for proposals and other projects.

Learning Resource Center – Douglass (8142)

Weekend/Evening Supervisor

Contact: Calvin Yu at 732-932-1660 or calvinyu@rci.rutgers.edu

Supervise student staff and maintain the center, in the absence of fulltime staff. Ensure that Learning Center policies and procedures are being followed. Evaluate and assess student staff. May be asked to participate in special projects.

Graduate Assistant

Contact: Mary Ann Puccio at mapc@echo.rutgers.edu or 732-932-1660

Academic Coach: Reporting to the Learning Specialist, provides academic coaching to the undergraduate student population. Topics include: time management, test preparation, self-management strategies, public speaking, test taking strategies, etc. Conducts workshops and/or outreach presentations as appropriate.

Women and Gender Studies (8153)

Graduate Research Assistant

Contact: Joanne Givand at givand@rci.rutgers.edu or 732-932-9331

Provides research assistant to Women's & Gender Studies faculty doing library research, footnote editing, manuscript revisions. Student would be assigned as needed to faculty for special projects including book manuscripts, special project research. Assist with digital media application and web site design (training provided).

Graduate Assistant

Contact: Joanne Givand at givand@rci.rutgers.edu or 732-932-9331

Provides faculty members and office staff with administrative and academic support. Particular responsibility for advising undergraduate students on academic matters. Performs research projects for professors and department of an academic nature including web research projects.

Douglass Residential College - Women's Global Center (8128)

Graduate Assistant

Contact: Mika Kinose at mkinose@rci.rutgers.edu or 732-932-8782

Assist with programmatic research, documentation and writing projects, and outreach with global colleagues.

LIVINGSTON CAMPUS

Kilmer Library (8551)

Graduate Assistant

Contact: Jeris Cassel at cassel@rci.rutgers.edu or 732-445-4432

The graduate assistant provides information services assistance at a public desk, with general instructional services, and with library projects. Experience with application software such as MSWord, Excel, and Access is preferred. Graduate student in the Library and Information Science program preferred.

Student Life - Involvement & Programs-LSC (8515)

Graduate Assistant

Contact: Matthew Ferguson at ruferg@rci.rutgers.edu or 732-445-3561

The main responsibilities of this position include the planning and implementation of Large-Scale Programs and Special Events on Campus including but not limited to New Student Convocation and Senior Celebration Days events.

This position may also include assisting with training sessions and student organization advising.

Psychology Department (8330)

Graduate Assistant

Contact: Dr. John R. Z. Abela at abela@rci.rutgers.edu or 732-445-2026

Attend a weekly 2 hr. training session. Conduct cognitive-behavioral depression prevention programs in elementary and middle schools. The workshop leader will lead 2 group sessions (completed back-to-back) in schools each week.

Office of Academic Services SAS (8108)

Graduate Assistant

Contact: Paula Van Riper at pvanriper@sas.rutgers.edu or 732-445-2050

Graduate Assistant (for Advising) must be alert, accurate, and able to work with others. He or she must be attentive while performing repetitive tasks and have a willingness to do routine and detailed work. Good interpersonal and customer service skills—being courteous, professional, and helpful—are critical. Being an active listener is a key quality needed in the Office of Academic Services. In addition, the ability to relay information accurately to others is important.

GSAPP (8027)

Graduate Research Assistant

Contact: Brad Lerman, Psy.D. at blerman@rci.rutgers.edu or 732-445-6173 X 251

Rutgers Safe & Drug Free School and Communities Projects has work-study op, focusing on training, technical assistance, and resource development. We provide support to school districts and NJDOE staff on effectively planning, implementing and evaluating safe and drug-free schools and community's prevention and programming. Assistant should be comfortable working under guidelines and requirement's of State and Fed Legislation and working on a large-scale, school-based, systemic change project.

Graduate Research Assistant

Contact: Phil Brown, Ph.D. at pmbrown@rci.rutgers.edu or 732-445-7504 x37

To assist as needed on specific projects related to improving the school climate in K-12 schools. Work with a team of psychologists and educators to support various projects to support the social and character development of children. Help with website content and development, event planning & research mgmt in a major Fed funded research project. Participate in a range of tasks related to data collection and management and school team development and support. Opportunities for field work.

Upward Bound Program (8704)

Tutor –RU Courses

Contact: Aisha Alvarez at aishaalv@echo.rutgers.edu or 732-445-3090 X 178

Provides tutoring to high-school students enrolled in the Rutgers Upward Bound Program grades 9-12th grade at site locations in New Brunswick, Plainfield, or Perth Amboy. Subjects include General Mathematics, English, Writing, Social Studies, Biology, Chemistry and other courses typically in high-school. Some on-site tutoring will be required on Saturdays at Rutgers Campus.

Student Support Services (8118)

Computer Lab Assistant

Contact: Moses Kim at jeongbae@rci.rutgers.edu or 732-445-4001 x173

The Trio-SSS computer lab monitor is responsible for monitoring and supervising the computer lab during evening hours. Tasks may include; monitoring usage stats, basic software and hardware troubleshooting, assisting students with computer science homework and questions, supply management, daily maintenance of equipment, directing visitors to the lab and TRIO floor, and keeping accurate communication logs.

Mason Gross School of the Arts – Visual Arts (8147)

Graduate Assistant

Contact: George Ericson at gericso@eden.rutgers.edu

Assist the Sculpture faculty and technician. Helps in maintaining safety, cleanliness and supervision of the sculpture facility and assists in repairs and builds of shop equipment. Basic duty will be to monitor the wood-shop & metal-shop at the Liv. Art Building (LAB), assisting students with proper use of all power tools (table-saws, band-saws, miter-saws, welders, bench grinders, etc.) and most importantly the safe methods in which these tools are to be used. The ideal candidate will have familiarity and competence in all basic metal-shop and wood-shop tools. MFA Grad. Student preferred

Graduate Assistant

Contact: George Ericson at gericso@eden.rutgers.edu

Assists the ceramic faculty and technician. Maintains CLEANLINESS of ceramic studio, mixes clay using clay mixer, assists students with use of ceramic wheels, assists faculty member with kilns, supervises Visual Arts Practice students, prepares work schedules and conveys safety practices & responsibilities of working in the ceramic area. Position is located at the Livingston Arts Bldg. (LAB) on Livingston Campus. Visual Arts MFA Graduate Student preferred for this position.

Center for African Studies (International Programs) (8409)

Graduate Assistant

Contact: Renee DeLancey or rdelance@rci.rutgers.edu or 732-445-6638

Graduate Assistant will support CAS in a variety of ways, including conference support, office and telephone coverage, administrative assistance, event promotion, computer projects, research projects, cataloging. An interest in Africa is preferred. Assistance with evening programs and with the filming (camcorder provided) of some programs would be very helpful.

Learning Resource Center – Livingston (8143)

Graduate Assistant

Contact: Mary Ann Puccio at mapc@echo.rutgers.edu or 732-932-1660

Academic Coach: Reporting to the Learning Specialist, provide academic coaching to the undergraduate student population. Topics include: time management, test preparation, self-management strategies, writing, public speaking, test taking strategies, etc. Conducts workshops and/or outreach presentations as appropriate.

Sociology Department (8323)

Graduate Research Assistant

Contact: Tamara Crawford at tcrawfor@rci.rutgers.edu or 732-445-4029

Federal Work Study Student will be a Research Assistant to faculty and will do web-based/internet research, web design, administrative task, fact checking and some library research.

DOWNTOWN NEW BRUNSWICK

EJBSPPP - CUPR - Center for Urban Policy Research (8536)

Graduate Research Assistant

Contact: Dahk Muhammad at muhmmad@rci.rutgers.edu or 732-932-3133 x569

The research assistant position at CUPR will involve assisting research faculty and staff with both non-technical and technical tasks that surround contract research. This may also include the compilation of information through library and web searches, report writing, phone interviews, computer coding, and minor data manipulations.

Mason Gross School of the Arts – Visual Arts (8147)

Graduate Assistant

Contact: LaToya Frazier at lfrazier@rci.rutgers.edu

Assist the gallery curator with shows and receptions. May sit for open gallery hours; assist in the installing and uninstalling exhibitions, orders supplies and performs other administrative work.

Graduate Assistant

Contact: Sharon Mirutkin at ru2323@rci.rutgers.edu or 732-932-2222 x794

Monitors the Visual Arts woodshop in the Civic Square Building (CSB) and assists in the maintenance and cleanliness of this facility. Assists students with the use of power tools (table-saw, miter-saw, bench grinder, etc.) if necessary. Insures that students using the wood-shop are operating with safe methods and according to all REHS regulations. Visual Arts MFA Graduate Student preferred for this position.

Graduate Assistant

Contact: Sharon Mirutkin at ru2323@rci.rutgers.edu or 732-932-2222 x794

Assists Master Printer & Papermaker in printing editions & making paper for invited professional artists at the Brodsky Center (RCIPP). Coordinates 4-5 Visual Arts Practice students: scheduling hours & organizing responsibilities to maintain a professional workshop.

8/18/09